

AKInfo

Department of Health and Social Services – Program 56

I. PROGRAM OBJECTIVES

The objective of AKInfo is to provide every Alaskan access to information and services needed to support individuals, families and communities.

II. PROGRAM PROCEDURES

In order to meet federal funding requirements of the Health Resources and Services Administration/Maternal, Child Health Bureau, the Part C of the Individuals with Disabilities Education Act, and the USDA WIC Program, to help Alaskan families locate providers of other needed health and social services, the Section of Maternal, Child and Family Health allocates funding for statewide toll-free information and referral (I&R) services. Funding is currently provided through a waived grant to the United Way of Anchorage – AKInfo for 24 hour per day, seven days per week (24/7) operated-assisted toll-free I&R services and for the maintenance of an Internet-based information and referral database of service providers statewide. Funding for this service comes from the HRSA/MCHB Block Grant, Part C of IDEA Grant, the USDA WIC Program Grant, a Robert Wood Johnson Foundation Grant and Denali KidCare.

Through AKInfo, anyone in Alaska with access to a phone or the Internet can obtain information on over 2000 health and social service providers in the state such as health care providers, food assistance programs, early intervention services, and shelters. At no cost to them, callers to the toll-free referral line can be telephonically transferred to service agencies in the database in order to obtain more information, register for programs or to make appointments.

AKInfo is a collaborative project that involves more than 15 other agencies statewide partnering in the effort to maintain 24/7 I&R services. The United Way of Anchorage coordinates this collaborative effort. The agency is responsible for the AKInfo database and is the developer and proprietor of the current database.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Funds must be expended for support of the 24/7 toll-free telephone referral line and in support of database maintenance.

Suggested Audit Procedures

Review:

- a) Contract or final Notification of Grant Award (NGA) including all conditions;
- b) Grant/contract revisions and related transmittal letters;
- c) Licenses, certifications, approvals, status of private nonprofit corporation if applicable;
- d) Budget documents including final revised budget and budget narrative; and
- e) Test financial and related records and determine that funds expended were for purposes specified in the grant/contract.

Compliance Requirements

Costs allowed or unallowed under this program are determined by 7 AAC78 as well as contract or budget document and special conditions.

Suggested Audit Procedures

- Review Department of Health and Social Services' grant regulations 7 AAC 78 and budget documents;
- Test financial and related records to determine the appropriateness of cost per 7 AAC 78; and
- Determine whether expenditures are within the budget limits prescribed by 7 AAC 78.260(e)(1).

B. ELIGIBILITY

Compliance Requirement

There are no eligibility requirements for this service.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

The agency must submit quarterly activity and expenditure reports no later than thirty days after the close of each quarter or as specified in the grant/contract.

Suggested Audit Procedures

- Confirm if such reports are being filed timely;

- That reported revenues and expenditures agree with the agency's general ledger; and
- That expenditures are within the budget limits or contract provisions.

Compliance Requirements

Agency Audited Financial Statements must present a statement of revenue and expenditures for each state grant/contract. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedure

- Review audited financial statements for compliance with above.

Compliance Requirement

The agency must clearly show on their audited financial statement any outstanding liability to the state as payable to the state. This includes unspent grant funds or disallowed costs.

Suggested Audit Procedures

- Determine whether or not the agency has any outstanding liability to the state; and
- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

There are no special tests or provisions.

Suggested Audit Procedures

None

New 5/02